

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

December 10, 2013

The SHA met in open session at 55 Hudson Road, Sudbury, at 7:30 p.m. Those present were: Chair: Judith Deutsch; Treasurer: Steven Swanger; Assistant Treasurer: Kaffee Kang; Member: Sherrill Cline; Executive Director: Sheila Cusolito.

S. Cusolito opened the meeting by recognizing K. Kang for her well-executed presentation of the tub surround proposal to the CPC. The presentation was well received, as was the prospect of additional funding through HILAPP. S. Cline emphasized that CPA funding at less than \$200K will be insufficient if the competitively awarded HILAPP funds are not obtained.

1. MINUTES: A motion to approve the minutes of November 12, 2013 was made by S. Cline, seconded by S. Swanger, and unanimously approved.

A motion to approve the minutes of December 1, 2013 was made by S. Cline, seconded by S. Swanger, and unanimously approved.

2. FINANCIAL REPORT/CHECKS: A motion to approve the checks written in November 2013 was made by S. Swanger, seconded by K. Kang, and unanimously approved.

A motion to approve the FY 2014 New Duplex Annual Operating Budget as presented was made by S. Swanger, seconded by K. Kang, and unanimously approved.

UNFINISHED BUSINESS:

CPA Funding Proposal: As discussed in opening comments.

Heat Pump Water Heaters: Significant delays and less-than-satisfactory communications with the installer have marred the project, which was expected to be completed today. An updated completion date is pending.

Heat Pump Pilot CFA Execution: A motion was made by S. Swanger, seconded by S. Cline, and unanimously approved to approve the execution of the Contract for Financial Assistance (CFA) between the Sudbury Housing Authority and the Commonwealth of Massachusetts for Work Plan 1008, Project 288032, Air Source Heat Pump Demonstration Project, in the amount of \$24,000, and to authorize Judith Deutsch, Chairperson of the SHA Board of Commissioners, to sign on behalf of the Sudbury Housing Authority.

NAHRO Conference: S. Cusolito reported on a productive conference. She was able to spend significant time in the DHCD Resource Room, obtaining information on various funding initiatives, including the HILAPP. Additionally, she met with the SHA's project manager and its newly assigned asset manager.

NEW BUSINESS:

Regulatory Agreement/and/or Deed Restriction: A motion was made by K. Kang, seconded by S. Swanger and unanimously approved to authorize Judith Deutsch, Chairperson of the SHA Board of

Commissioners, to sign all documents related to the purchase of real property at 16 Willis Lake Drive, Sudbury, MA, on behalf of the Sudbury Housing Authority.

HILAPP: S. Cusolito reported that she and maintenance staff are assessing conditions and inventory in preparation for the HILAPP funding cycle announcement in January. The property condition index as of December 31 is utilized as part of the HILAPP eligibility assessment. The index is derived from data held in the DHCD's Capital Planning System database.

Local Funding Resources: S. Cusolito reported that L. Pastuszek conferred informally with J. Kablack about the availability of Housing Trust funds to augment the unit buy-down CPA funds. The response was that the funds are earmarked, but that the SHA could make a request. S. Cusolito had inquired about WestMetro HOME funds, which are also earmarked. The sense is that the SHA should utilize its resources in order to make a more compelling argument for requesting funds from other sources. The Sudbury Foundation has a funding round starting Jan 1 for a March review and April 1 for a June review. L. Pastuszek previously conveyed a willingness to work on a proposal for the April 1 round.

Liaison Reports:

Housing Trust: S. Cusolito will attend the December 13 meeting to present the Willis Lake LIP application for signature.

CPC: As outlined under CPA Funding Proposal.

Police Station: K. Kang sent email to Scott Nix with concerns about logistics during construction. These were relayed to the architect. The next meeting is a presentation to the Selectmen on December 17.

Melone Property: S. Swanger previously circulated a proposal revised following the CPC presentation on December 4. K. Kang commented that the engineering should be done by the developer. CPC liaison S. Cline stated her intention to vote in support of the proposal.

DIRECTOR'S REPORT:

Vacancies: There were no vacancies to report for the period November 13, 2013–December 10, 2013.

Evictions: Possession of 47 Old Meadow Road occurred today. The unit will require significant rehab for which state funding will be sought.

Maintenance: Maintenance resulting from inspections and routine work orders are being addressed.

Executive Session: A motion to adjourn the December 10, 2013 Regular Session and move to Executive Session for the purpose of discussing matters related to the purchase and marketing of real property and not to return to Open Session was made by K. Kang, seconded by S. Cline, and unanimously approved, because to hold discussion in Open Session might compromise the negotiating position of the Housing Authority. The time was 9:10 p.m.

Yes: Sherrill Cline

Yes: Judith Deutsch

Yes: Kaffee Kang

Yes: Steven Swanger

Minutes prepared by S. Cusolito
Executive Director